

## POSITION TITLE: Learning Peer - Business (Learning Development & Success)

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### POSITION SUMMARY:

Learning Peers are members of the **Learning Development & Success** team and serve in the **Peer Assisted Learning (PAL) Centre**. In this role, they assist students through drop-in sessions and one-to-one appointments. Learning Peers help students address general and course-specific learning concerns in a welcoming, peer-run environment.

As a **Learning Peer for Business**, your role would be to help students develop learning skills and strategies to succeed at university and to respond to a wide variety of student questions about learning in Business courses as well as other courses (as you are able). The role also includes participating in outreach and exam preparation events as needed during the year.

Learning Development & Success (LDS) offers a variety of services to all students at Western, providing support through individual appointments, the PAL Centre and group presentations. The LDS team helps students cope with the demands of post-secondary learning, assisting them in identifying strengths and developing new skills and strategies for success. All services are available for both successful students wanting to maintain their already strong academic standing and those having academic difficulties ([learning.uwo.ca](http://learning.uwo.ca)).

### What will you gain from this role?

- Develop and enhance skills for interpersonal communication, help peers, obtain teaching and leadership experience.
- Gain exposure to and awareness of various learning skills challenges
- Enhance awareness of personal learning strategies.
- Attain personal satisfaction and growth from being involved in a helping capacity.
- Become proficient in using Zoom and Discord/Teams (when assisting with Virtual PAL).
- Receive feedback via a midterm and year-end performance review.
- Obtain recognition through Western's Co-curricular Record.

### KEY RESPONSIBILITIES:

- Work 4 hours per week in the PAL Centre (hours will most likely be divided).
- Attend initial training meetings and ongoing professional development meetings.
- Monitor and respond to forum posts (MS Teams) and email communications
- Attend/review at least one LDS presentation in the fall term and read learning skills material (or watch videos) for professional development as required.
- Complete reflections periodically throughout the year. One reflection task may include goal setting.
- Participate in outreach and exam preparation events as needed during the year, outside of PAL Centre hours.
- Promote and maintain a welcoming atmosphere in the PAL Centre.
- When working individually with a student, listen to and understand the student's questions and concerns (intellectual and emotional) and actively engage in problem solving with the student. (Examples of student questions/concerns: time management, test preparation and test taking, reading strategies, problem-solving, low grades, locating resources, understanding course concepts, etc.).
- Use collaborative strategies to promote learning communities.

- Discuss with supervisor any questions, difficulties, or problems.

## POSITION REQUIREMENTS:

- Undergraduate students with a strong interest in learning skills who have taken BUS 1220E. Preference given to applicants who have also taken, and are able to assist students with, BUS 2257.
- Minimum 80% cumulative average in undergraduate courses (with a minimum of 75% in BUS 1220E). **NOTE:** applicants must provide an up-to-date copy of their grade report with their application.
- Strong communication (attending, listening, speaking) and interpersonal skills.
- Good working knowledge of campus resources.
- Problem-solving abilities.
- Have a computer and stable connection to the internet that allows for 1:1 virtual appointments.

## POSITION SPECIFICS:

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### Term Length:

- Fall/Winter terms, August 20, 2026 - April 30, 2027 (training roles out in August)

### Time Commitment:

- 4 hours per week (working in the PAL Centre helping students).
- PAL Centre operating hours are **Monday to Friday, 12:30–4:30 p.m.**, and **Tuesday and Thursday, 6:00–9:00 p.m.** Shifts will be scheduled within these times.

### Position Training:

- Approximately 10 hours of LDS training in late August and early September.
- Approximately 3-4 hours per month of professional development with LDS.

**\*\* No commitments during December/April exam periods or the Fall/Winter Reading Weeks.**

## WESTERN PEER LEADER (WPL) TRAINING:

- Complete Human Resources Training:
  - WHMIS
  - Health & Safety
  - Safe Campus
  - AODA
- Complete WPL Fundamental Training:
  - Boundaries E-Learning Module
  - Equity & Inclusion e-Learning Module
  - Gender-Based Violence Policy e-Learning Module
  - Indigenous Initiatives Content & Reflection
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form and/or Student Self-Reflection (one per term)

\*\* Trainings subject to change

## **REPORTS TO:**

Learning Development & Success (LDS) PAL Centre Supervisors & LDS Student Coordinator.

## **Application Method:**

Login to [Western Connect](#), and navigate to the **Western Peer Leader posting boards** to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](#) website).

## **Western Values Diversity:**

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at [salary@uwo.ca](mailto:salary@uwo.ca) or phone [519.661.1111 \(89081\)](tel:519.661.1111).